



FEDERAL EMPLOYMENT BASICS

Presented by the
Airman & Family Readiness Center



10 Steps to Federal Employment

- 1. Network
- 2. Review the Federal Job Search Process
- 3. Research Vacancy Announcements for Jobs
- 4. Analyze Federal Core Competencies
- 5. Analyze Vacancy Announcements
- 6. Write Your Federal and Electronic Resume
- 7. Write Your KSAs and Cover Letter
- 8. Apply for Jobs and Submit Resume
- 9. Track and Follow-up on Applications
- 10. Interview for a Federal Job



www.usajobs.opm.gov